



The Jamestown Parks and Recreation Department is dedicated to providing and preserving the highest quality of parks and program services for our citizens as possible with the resources available.

<b>Job title</b>	Aquatics Coordinator- Two Rivers Activity Center
<b>Reports to</b>	TRAC Aquatics Supervisor
<b>Salary Range</b>	\$12.00- \$15.00
<b>Classification</b>	Part-Time, Non-Exempt

### Location

This position will be located at the Two Rivers Activity Center (TRAC). TRAC is a state-of-the-art recreation center designed to support health and wellness for all ages. Our cause is to make our community the best place to live and play by providing resources, programs and opportunities that promote health and well-being. Our work focuses on; health and wellness programming, recreational and leisure activities, and youth development.

We value;

- **Community-** We are all in this together.
- **Quality-** We provide an exceptional experience.
- **Integrity-** We act with high ethical standards.
- **Inspiration-** We believe in what we do to make a difference.

### Job Summary

Under the general supervision of the TRAC Aquatics Supervisor, the Aquatics Coordinator will assist with the overall vision, direction and development of the TRAC Aquatics programs. This individual will have direct involvement with guests by teaching, lifeguarding and leading water exercise when needed.

### Core Competencies

#### Guest Service

- Interacts with guests in a warm and friendly way.
- Listens to understand what guests have to say.
- Takes immediate action to meet guest requests or needs.

#### Safety

- Recognizes safety hazards and takes corrective action; seeking assistance when needed.
- Demonstrates knowledge of operational policies and procedures.
- Performs work safely, without causing harm or risk to self, others or property.

#### Mission and Values

- Demonstrates personal commitment to the Mission and Values of the facility.
- Makes a decision considering the impact of the decision on other areas.
- Initiates collaboration with others outside of service area.
- Models accountability for learning by sharing knowledge and learning from others.

- Regular and predictable attendance is required.

### **Interpersonal/Communication/Relationships**

- Builds effective working relationships.
- Expresses appreciation to others for their work.
- Treats others with respect.

### **Leadership**

- Demonstrates both knowledge and application of TRAC policies, procedures, and guidelines.
- Facilitates and supports change within TRAC and Jamestown Parks and Recreation.
- Demonstrates commitment to continuous learning for themselves and staff.
- Demonstrates and applies continuous quality improvement knowledge and skills.

### **Management**

- Professionalism/Integrity - Models high standards of principles, values, and ethics through policy decisions, professional duties, and personal actions in the organization and the community.
- Leadership/Visualization - Monitors and anticipates changes with the fitness, wellness, and health care industry. Seeks input from others and provides direction to employees; listens and communicates to ensure acceptance and ownership of strategic and operational direction as well as the accomplishment of organizational goals.
- Decision Making/Problem Solving - Gathers information selects the best strategy, implements, and evaluates decisions to assure continuous improvement and contribution to the long-term best interest of TRAC and its constituents.
- Manages Money - Ensures good stewardship of financial resources through generating revenue and/or controlling costs; provides oversight for the financial condition of area of responsibility by managing effectively within budget.
- Manages Employee Resources - Promotes high levels of employee engagement, performance, and retention, and allocates resources consistent with TRAC's mission of service.

### **Information Management**

- Demonstrates skill in accessing, preparing, and using information as relevant to position.
- Verbalizes and demonstrates knowledge of procedures for maintaining security, confidentiality and integrity of employee and member information.
- Demonstrates ability to collect, analyze and present data as appropriate to position.

### **Equipment**

- Demonstrates skill in use of equipment relevant to position; verbalizes knowledge of appropriate safety procedures.
- Diagnoses equipment problems; repairs equipment or seeks out appropriate person to make repairs.
- Consistently informs appropriate person of problems encountered with repairs or calibration of equipment.

## **Duties and responsibilities**

- **General Duties and Responsibilities**
  - Accountable for fostering an aquatics environment that maximizes safety and leads to user satisfaction. Takes a “safety first” approach to all aspects of programming
  - Assists with the recruitment and hiring of new aquatics staff
  - Participates in the development of the annual business plan for the Aquatics Department
  - In absence of the Aquatics Supervisor, is responsible for the daily activities of the Aquatics Department
  - Works with Facility Maintenance Supervisor to ensure safe and properly maintained pool area
  - Responsible for maintaining adequate staffing levels in the Aquatics Department
    - Maintaining accurate and up to date records for:
      - All staff certifications
      - Incident/accident reports
      - Pool logs- water chemistry, incident/accident log, pool use and attendance
      - Facility open and closing checklists
      - Pool area maintenance
      - Health Department records
  - Assures the coordination and maintenance of all aquatics staff schedules
  - Coordinates with Aquatics Supervisor to provide regular in-service training for aquatics staff; ensures high program standards are followed
  - Works with Aquatics Supervisor to coordinate and practice emergency drills regularly
  - Works with Aquatics Supervisor to help provide comprehensive performance reviews, including Annual Performance Review
  - Provides feedback and performance improvement guidelines to staff as needed
  - Maintains positive and open communication with supervisors and staff, and serves as a resource to them
  - Implement a monthly routine for equipment and aquatic facility checks
  - Creates and implements a plan for staff engagement and development
- **Swimming Lesson Program Specific Duties and Responsibilities**
  - Water Safety Instructor, or Water Safety Instructor assistant
  - Available to meet with parents to answer questions regarding swimming lessons when possible.
  - Coordinates with Aquatics Supervisor to complete swimming lesson enrollment and class assignment, scheduling private swimming lessons, instructors and printing class rosters
  - Assists Aquatics Supervisor as needed.
- **Lifeguard Instructor Specific Duties and Responsibilities**
  - Assists Aquatics Supervisor with training all new staff, continuing education of current lifeguard staff “develops methods for training quality lifeguards in accordance with national standards”
  - Assists Aquatics Supervisor in coordinating courses with outside agencies, including, but not limited to; homeschool programs and area school districts

- Adapts teaching approaches to the experience, ability and culture of the participants so that they can meet the course objectives
  - Covers all materials required for the course
  - Supervises and gives guidance to any instructor aides assisting with the course
  - Organizes the class environment to enhance individual and group performance and to minimize distractions
  - Ensures all participants meet the course completion requirements
  - Submits completed course records and reports to the ARC within the time required by ARC
  - Issues course completion certificates to participants
  - Responsible for the safety of all people who enter the classroom
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    - Assures the coordination and maintenance of all aquatics staff schedules

## **Qualifications**

### **Education:**

- Preferred bachelor’s degree in related field or equivalent work experience.
- Nationally recognized certification in water safety instruction and lifeguard training within 6 months of hire date.
- Certified Pool Operator certification within 12 months of hire.

### **Experience:**

- Experience in management operation and maintenance of an aquatics facility.
- Experience in swimming lesson organization and registration.
- Supervisory experience preferred.

## **Physical requirements**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, this employee is frequently required to use fine motor skills to operate a computer, keyboard, and mouse and must sit, stand, walk and kneel. Must be able to speak, hear and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

**Direct reports**

This position is responsible for the direct supervision of;

- Head Lifeguards
- Lifeguards
- Water Safety Instructors
- Instructor Aides

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	